

# Sarah E. Perry

College address:

Mailbox 850

735 Anderson Hill Rd

Purchase, NY 10577-1499

(631) 377-2480

sarah-e.perry@purchase.edu

## Education

Expected Graduation Date: May 2018

**Purchase College SUNY, Purchase, NY – Arts Management Major (B.A.)**

Minor: Economics, Dean's List: Fall 2015-Fall 2017, GPA: 3.989

Related Coursework: Fundamentals of Arts Management, Finance For the Arts, Communicating the Arts, Marketing the Arts, Social Media in the Arts, Arts Law, Intermediate Ballet, Hip Hop

## Skills

Experienced in Word, Powerpoint, Excel and Google Docs, Customer Support, Project Management, Social Media Experience

## Experience

September 2009 - Present

**North Fork Academy of Dance, Cutchogue, NY – Dance Instructor & Administrator**

- Teach younger dancers the basic technique and is a positive role model to the dancers
- Choreograph dances, pick out costumes and music, interacted with students and parents
- Assistant stage manager experience, Administrative desk work, Competition Director

January 2017- May 2017

**Steffi Nossen School of Dance, White Plains, NY – Administrative Intern**

- Ran all social media platforms and website, desk work
- Worked end of the year gala, ticket sales, retail

May 2015 - Present

**Deep Water Bar and Grille, Greenport, NY- Waitress & Hostess**

- Greet and seat people who come in
- Run food to tables and buss tables
- Answer phone calls and take orders

June 2016 - September 2016

**Creative Courses Catering, Southold, NY- Caterer**

- Sets up and breaks down events including tents and seating
- Guest service by serving food and drinks

June 2013 - September 2013

**Heather's Hair Salon, Greenport, NY – Receptionist**

- Answered phone calls, made appointments, stocked inventory, worked the cash register

## Activities

Purchase College Cheer Team, Arts Management Club, Danced at North Fork Academy of Dance (Cutchogue, NY. 2002-2015), Competition Dance Team (Cutchogue, NY. 2007-2016), Managed Varsity Boy's Soccer Team (Southold, NY. 2014-2015)